

**To:** Boltik, Sam[Boltik.Sam@epa.gov]  
**From:** Edstrom, Cathy  
**Sent:** Mon 8/17/2015 2:55:51 PM  
**Subject:** Internet Services Weekly Report for Internet Services Team, Aug. 10-16, 2015

## **Internet Services Weekly Report for Internet Services Team, Aug. 10-16, 2015**

### **Task 1. Organization and Maintenance of EPA's Public Access and Intranet Web sites**

	<b>Production</b>	<b>Test</b>	<b>Total</b>
<b>Web Pages Updated</b>	<b>40</b>	<b>34</b>	<b>74</b>
<b>Web Pages Created</b>	<b>4</b>	<b>8</b>	<b>23</b>
<b>Web Sites Created</b>			

The EPA homepage was modified twice on Mon., Aug. 10 and once on Thu., Aug. 13. An Internet Librarian updated the outage notice on buckeye but then removed it later on Friday, Aug. 14 as requested by OEI

An Internet Librarian updated the Recent Additions page as requested by OPA.

An Internet Librarian updated the Spanish site as requested by OPA.

An Internet Librarian updated the Mercury site as requested by OPA.

An Internet Librarian updated the Gold King Mine site as requested by OPA.

## Technical/Computer Problems

unresolved

- 1.) share drive continues to be very slow in WS\_FTP and Dreamweaver, (ticket # 1359786) – still a problem with new laptop. I've emailed EZ Tech back to let them know the problem still exists.
- 2.) Two team members need elevated Systems privileges.
- 3.) Ticket# 1516192 – An Internet Librarian wants to get juniper re-installed so it will work better remotely. Waiting for tech.
- 4.) Ticket# 1548024 – An Internet Librarian couldn't connect to epapub.epa.gov with connected remotely with my RSA token. Called Call Center and Vicki Hare said there is probably nothing they can do about it.

Resolved

## Intranet

**OneEPA Workplace** - updated banners, oneepa site, OPM cybersecurity incident page, financial page and drop-down menu

**OneEPA email inquiries:** 6 emails responded.

**Subtask 1A. Web 2.0 applications, look and feel, content design, section 508 compliance, and testing**

**Subtask 1B. Data Finder Blog**

**Task 2. Responding to Requests for Information and Track Comments**

**Task 3. Handle Controlled Correspondence**

**Task 4. Environmental Subset of the Daily Federal Register**

An Internet Librarian prepared FR TOC daily.

**Task 5. Describe Information Resources**

**Task 6. Controlled Vocabulary**

**Subtask 6A. Information Architecture Support**

**Subtask 6B. Updating Terms of Environment**

**Task 7. EPA Portals**

**Task 8. Technical Analysis and Consultation**

**Task 9. Improve Awareness of EPA Internet and Intranet Services**

**Task 10. Convert Documents to Digital Images**

**Task 11. Reporting Requirements**

**Task 12. Support for the Desktop Library**

An Information Tech checked links, updated banners.

**Task 13. EPA Headquarters Library Liaison**

**Task 14. Support for Law Library**

**Task 15. Library Network Coordination**

An Information Tech updated banners, flyers, provided template support, and checked links.

**Subtask 15 A. Procedures Updates and Edits**

**Task 16. EPA Headquarters and Chemical Libraries**

**Task 17. EPA Fort Meade**

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